

## Checklist - For Professionalizing an Indiana Administrative License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47 (Administrative License Only)

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR ELEMENTARY OR SECONDARY ADMINISTRATIVE LICENSE, YOU MUST HAVE A MINIMUM OF 5 YEARS OF BUILDING LEVEL ADMINISTRATIVE EXPERIENCE IN AN ACCREDITED SCHOOL, AND HAVE COMPLETED A TOTAL OF 60 HOURS OF GRADUTE CREDIT HOURS.

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)
- Submit official transcripts listing the minimum of 60 graduate semester credits of course work.
- Attach a letter from your Superintendent, on official letterhead, verifying 5 years of experience as a building-level administrator at an accredited school.

Mail the completed forms and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798